

Total Compensation Advisory Council (TCAC)
Minutes of the Meeting of October 10, 2003

Present: Janet Byrne
Dan Frelund
Patty Goodwin
Mona Heustis
Mary Ann Meyer
Joe Nicolini
Senator Peggy Reeves
Deb Roberts

DPA Troy Eid
Ken Allikian
Laurie Benallo
Karen Fassler
Sue Huang
Marilyn Jordan
Jeff Schutt

Announcements: Troy Eid called the meeting to order.

Mr. Allikian asked for approval of the minutes of the August 22, 2003 meeting. The minutes were approved as written.

Governor's Commission on Civil Service Reform: Mr. Schutt mentioned that on September 30, 2003, the Commission had its final meeting and approved the report that went to the Governor. One recommendation in the report is that if Higher Education opts out of the state system, there would only need to be a statutory change, not a constitutional change. Another change is that bumping be allowed only to vacant positions and be department wide.

The report can be viewed on the website: <http://www.colorado.gov/dpa/csdc/index.htm>. The sponsors will likely be Commission members Representative Rosemary Marshall in the House and Senator Norma Anderson in the Senate.

The purpose of the report is to recommend modernizing and cleaning up old concepts, i.e., the rule of three, discipline, temporary employment, and residency.

If institutions of higher education opt out of the state personnel system, existing employees are allowed due process, their PERA is protected, and they would get the choice of going to the new system or staying with the old system.

Leave Update: Ms. Benallo indicated that the current leave policy has been in place for over 20 years and that the policy, as a whole, has not been looked at during this time. The State Auditor's Office requested that the department look at other leave systems such as pooled leave or paid time off. Currently there is a growing trend to move from separate leave policies, similar to the state's current system, to pooled leave systems. A pooled leave system is more flexible, easier to understand and allows employees to have more control over their leave. For example, employees have a pot of leave that they earn

on a monthly basis and can use it for whatever they want (supervisors still approve leave requests). A focus group of HR administrators and managers helped the Division of Human Resources develop several different models. These models have been sent to an actuary for costing. The goal is to switch to this type of a program with minimal fiscal impact. The actuary is looking at the different options to see which one best meets that goal of being cost neutral. The report from the actuary is due by the end of October. A standard feature of all of the models is that employees will not lose leave they have already accrued.

Ms. Benallo reported that as of June, 107 employees from 14 agencies have been called up for military leave. Sixteen have returned and approximately 91 are still out on leave.

Mr. Schutt mentioned that he will be going in front of the Legislative Audit Committee with some proposed language that would pull sick leave out of statute and put it under the director's jurisdiction like other leave is now.

Benefit Update: Ms. Jordan indicated that at the beginning of October information was sent to employees including their 2003 benefits summaries, online instructions and information on Internet access for people that do not have a computer at home or work.

Initial online open enrollment is from October 20th to November 7th. The reporting period to agencies is November 8th thru the 14th so employees can see if they need to make additional changes. The online enrollment will start again November 15th until November 21st to make any corrections or changes.

Currently a test site is available for personnel and payroll user groups. They have a worksheet to enter to test, to see if they run into problems. If they have problems, the Benefits Unit will do additional training for them. Several training sessions are already scheduled.

The Benefits Unit will have a call center staffed Monday thru Friday, 8 a.m. to 8 p.m. starting on October 20th for open enrollment questions or problems.

The Benefits Unit also has all the forms necessary for the 2004 open enrollment on their website. This includes links to the providers' websites. There is also a "Useful Tools and Topics" section that is a printable book for the 2004 open enrollment. Another tool that will be put on the web is "What is a Responsible Health Care Consumer?". This will have about 50 - 1-800 numbers for people to get other information about making wise decisions regarding their health care.

Employees who are making changes to their plans, enrolling in or continuing a Flexible Spending Account in 2004, and the participants in Rocky Mountain HMO are the only employees that need to open enroll this year.

Senator Reeves asked if there would ever be a time when salary and health insurance changes could occur at the same time. Mr. Schutt responded that in the long run there is

a chance this could happen. There are IRS issues, like W-2's, that will need to be dealt with before anything can happen.

Senator Reeves asked how many employees have dropped insurance. Approximately 2,500 employees dropped medical coverage for the 2003 plan year.

Announcements: Mr. Schutt announced that Jan Cotter and Ken Allikian are retiring. Jan at the end of October and Ken at the end of January. David Kaye, Deputy State Auditor, has accepted a position of Associate Director of the Division of Human Resources.

Mr. Schutt also indicated that Troy Eid is leaving at the end of the month.

Tentative Agenda for November 21, 2003

How performance pay dollars are distributed

PERA

Report on the number of leave hours used for military